

Administrative Regulation

Notification of Failure

A. All Students

The parent/guardian shall be notified by special conference or written report whenever a student is in danger of failing any course. Refusal by the parent/guardian to attend the conference or to respond to the written report shall not preclude failing a student at the end of the grading period.

A student may not receive a failing grade unless the parent/guardian has been notified as stipulated above. A mailed progress report stating that a student is in danger of failing fulfills this requirement.

B. Senior Students

As soon as it is determined that a 12th grade student can not or may not graduate with his/her class due to one or more of the deficiencies listed below, the student's parent/guardian shall be notified in writing by certified mail. It is the responsibility of the principal to ensure that notification is made within two weeks after the recording of the third quarter grades.

Deficiencies

1. The student will not earn 220 credits by the end of the school year;
2. The student has not fulfilled one or more of the district's prescribed course requirements and is not enrolled in courses which will meet these requirements during the second semester;
3. The student has not fulfilled one or more of the state or district's prescribed requirements as of the start of the second semester;
4. The student will receive a fourth quarter progress report notation, "In danger of failing," in any of the courses needed to graduate;
5. The student's graduation is contingent on earning five or more credits from an off-campus program during the second semester (including those credits earned in work experience, ROP, community college, and adult education);
6. Any additional condition which may prevent the student from graduating.

Notification Letter

The notification letter shall include the following:

1. The exact nature of the deficiency, e.g., specific courses, number of credits, or other requirements;
2. Specific steps to be taken to correct the problem(s) with deadline date(s) as appropriate;
3. A statement that, if one of the special requirements is passing the final examination, a decision regarding graduation will be made on the last day of senior final examinations;
4. A reminder to parents that no student will be allowed to graduate or participate in the graduation ceremony unless he/she has satisfactorily completed all requirements.

A copy of all correspondence relating to the graduation status of a student shall be retained in the student's cum folder. All file copies of such correspondence shall be signed by the student. The receipt from the certified letter is to be stapled to the file copy in the student's cum folder.

This letter does not replace any other requirement to notify parents stated elsewhere in administrative regulations, district procedures, or the Education Code.

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